

**CITY OF MENASHA**  
**Administration Committee**  
**140 Main Street, 3rd Floor Council Chambers**  
December 17, 2007

**MINUTES**

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**1. CALL TO ORDER**

Meeting called to order by Chairman Wisneski at 6:15 p.m.

**2. ROLL CALL/EXCUSED ABSENCES**

**A. [Roll Call](#)**

PRESENT: Ald. Merkes, Taylor, Wisneski, Pack, Hendricks, Eckstein (6:17p.m), Michalkiewicz, Chase

ALSO PRESENT: Mayor Laux, CA/HRD Brandt, PC Stanke, CDD Keil, C/T Stoffel, Clerk Galeazzi

**3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE**

**Minutes to approve:**

**A. [Administration Committee Minutes, 12/3/07](#)**

Moved by Alderman Pack, seconded by Alderman Michalkiewicz to approve .

Motion Carried on voice vote

Results:

**4. DISCUSSION**

**A. [Electronic Transaction Processing Agreement between City of Menasha and Official Payments Corp., and authorize signatures.](#)**

CA/HRD Brandt explained he reviewed the agreement and the terms are not negotiable. C/T Stoffel explained this agreement will give citizens an option to pay taxes and other City fees by a credit/debit card. It is something that has been asked for by residents. This is a two-year agreement and the citizen is responsible for the fees associated with the transaction. There are no fees charged to the City. This is the same company used by other neighboring municipalities. There will be information on the City's website with instructions.

**B. [Approval of Poll Worker Appointments for the City of Menasha for the 2008-2009 election years, pursuant to Wis. State Statutes 7.30](#)**

Clerk Galeazzi explained a poll worker who is also an elected official will not be working at the polling place when their name is on the ballot.

**C. [O-40-07 - An Ordinance Relating to Prohibited Parking \(Water, High and Kaukauna Streets\)](#)**

The Parking Committee has recommended having the overnight parking on parts of Water, High and Kaukauna Streets expire at 5AM for the business that opens at 5AM. There is concern by the Public Works Dept. during winter months for snow plowing.

Unanimous consent to hear from Bruce Heisel, owner of The Hungry Bull. Mr. Heisel explained his customers

need to park on the street as he has limited parking for his business. He currently opens his business at 5AM, but he is also considering being open late three nights a week. He questioned if the parking times will be posted.

**D. [O-41-07 an Ordinance Relating to Code Enforcement](#)**

No Questions or Discussion.

**E. [Accounts payable and payroll for 12/6/07 - 12/13/07 in the amount of \\$425,751.84](#)**

Ck. #14992 & 15065-Carew Concrete-work done on Barker Farm Park sign and Ck. #14999 & 15082-Gerdau Ameristeel-work done on Barker Farm Park sign.

Discussion ensued on if these are double billings for the same work completed. Will need to check with DPW Radtke and PRD Tungate.

Ck. #15120-ThedaCare Laboratories-\$611.50 – charges for Health Clinic.

**5. ADJOURNMENT**

**A. [Adjournment](#)**

Moved by Alderman Michalkiewicz, seconded by Alderman Chase to adjourn at 6:40 p.m.

Motion Carried on voice vote

Results:

Respectfully submitted by Deborah A. Galeazzi, City Clerk